

National Thematic: Bullying

The purpose of this national thematic is to evaluate the approaches taken by schools to record and monitor incidents of bullying. HM Inspectors will provide a national overview of the approaches adopted in their national report.

Administrative Tasks

Preparation Tasks	Timeline
<ul style="list-style-type: none"> Create senior leader's questionnaire (4a) into an interactive document on Forms (receive an acknowledgement email that they have completed it) 	15.08.22
<ul style="list-style-type: none"> Create children and young people's questionnaire (4b) (same format as school inspection questionnaire) Add schools individual questionnaire link to headteachers email 	15.08.22
<ul style="list-style-type: none"> Create parent and carer's questionnaire (4c) (same format as school inspection questionnaire) Add schools individual questionnaire link to headteachers email 	15.08.22
<ul style="list-style-type: none"> Update thematic spreadsheet with school contact details 	10.08.22
<ul style="list-style-type: none"> Organise the Teams and add link to Director of Education and headteachers email template. 	29.08.22 @ 4:00pm
<ul style="list-style-type: none"> Email sent to Directors of Education 	08.08.22
<ul style="list-style-type: none"> Upload all documents from Teams to eRDM 	22.08.22

During Visit Tasks	Responsibility	Timeline
<ul style="list-style-type: none"> Email school visit packs to HM Inspectors 1 week ahead of visit (see below re what is to be included in the pack) 	[REDACTED]	02.09.22 – 10.10.22
<ul style="list-style-type: none"> Download individual schools senior leader's questionnaire (4a) to be add to HM Inspectors school visit packs. 	[REDACTED]	02.09.22 – 10.10.22
<ul style="list-style-type: none"> Download individual schools children and young people's questionnaire (4b) to be add to HM Inspectors school visit packs. 	[REDACTED]	02.09.22 – 10.10.22
<ul style="list-style-type: none"> Download individual schools parent and carer's questionnaire (4c) to be add to HM Inspectors school visit packs. 	[REDACTED]	02.09.22 – 10.10.22
<ul style="list-style-type: none"> Merge all children and young people's questionnaires into one data summary. 	[REDACTED]	18.10.22
<ul style="list-style-type: none"> Populate ROV summary spreadsheet to support with analysis of visits at a later date. 	[REDACTED]	18.10.22

School visit packs to be sent to HM Inspectors (1 week before visit)
<ul style="list-style-type: none"> Collated senior leader's questionnaire (4a) Collated children and young people's questionnaire (4b) Collated parent and carer's questionnaire (4c) Reflective questions (5a-5e) ROV template (6a) Case Study Template (7a) Photograph permission form

Post Visit Tasks	Responsibility	Timeline
<ul style="list-style-type: none"> Send collated questionnaires to the thematic report writing team. 	[REDACTED]	18.10.22
<ul style="list-style-type: none"> Upload collated questionnaires, completed ROV and case studies to individual school folders on eRDM when received. 	[REDACTED]	21.10.22